



Financial Management Activities Overview

Erin Campbell | Commissioner

Agency Overview

Agency Activity	Employees	%
Accounting Services, Internal Controls, Debt Management	89	24%
Employee Insurance and Enterprise Employee Resources	118	32%
Budget and Results	60	16%
Other	103	28%
Total	371	

16A.055

Commissioner's Duties

- Subdivision 1. **List.**
- (a) The commissioner shall:
 - (1) receive and record all money paid into the state treasury and safely keep it until lawfully paid out;
 - (2) manage the state's financial affairs;
 - (3) keep the state's general account books according to generally accepted government accounting principles;
 - (4) keep expenditure and revenue accounts according to generally accepted government accounting principles;
 - (5) develop, provide instructions for, prescribe, and manage a state uniform accounting system; and
 - (6) provide to the state the expertise to ensure that all state funds are accounted for under generally accepted government accounting principles.
- (b) In addition to the duties in paragraph (a), the commissioner has the powers and duties given to the commissioner in chapter 43A.



Accounting Services

Paul Moore | Assistant Commissioner

Overview of the Accounting Services Division



Performs statewide
comptroller and
banking functions



**Provides enterprise
financial systems,
services, and policies:**
accounting, financial
reporting, banking,
payroll, vendor
payments, tax
compliance



**Operates statewide
systems:**
SWIFT (financials) and
SEMA4 (HR/payroll)



**Supports the state's
fiscal integrity:**
uniform accounting,
funds availability,
reconciliations, and
compliance with various
state and federal
requirements

Banking Services

600+ Bank Accounts

Team of 6 Employees

- Oversees and controls statewide payment processing and conducts daily cash positioning with the State Board of Investment
- Sweeps and consolidates excess cash balances in state bank accounts each day
- Reconciles bank statements to SWIFT accounting records at least monthly
- Supports credit card and electronic payment services for state agencies' use

Statewide Accounting

**Over 300 pages of
financial statements
audited by the OLA**

Team of 13 Employees

- Responsible for statewide general accounting and financial reporting
- Maintains the state's Chart of Accounts, inclusive of 4,500 balance sheet and income statement accounts
- Completes centralized reconciliations and accounting entries
- Produces the Annual Comprehensive Financial Report (ACFR) in accordance with GAAP
- Implements new GASB standards across the state enterprise
- Provides the financial reporting components of the Single Audit
- Administers the Statewide Cost Allocation Plan (SWCAP) to support the state's ability to maximize federal awards

Vendor Support and Payments

**2.5 million annual
payments, 383,000
registered vendors and
payees**

Team of 17 Employees

- Provides central vendor registration, file maintenance, and customer service for state vendors and other payees
- Leads the state's vendor impersonation fraud prevention and mitigation efforts
- Generates state warrants and reconciles them against authorized and outstanding records; processes cancellations, and escheatment to Unclaimed Property
- Processes electronic payments, including wire transfers and ACH files
- Fulfills statewide tax compliance responsibilities, such as IRS Form 1099 filings

SWIFT Training, Help Desk and Module Support

**Support 4,750 users across
129 state agencies**

Team of 16 Employees

- Provides functional support for the SWIFT system and its specific modules, used by more than 4,700 statewide users
- Delivers training, webinars, and reference materials to support system users
- Operates the statewide systems Help Desk, responding to approximately 22,000 calls each year
- Leads the statewide fiscal year close process for the state enterprise
- Conducts functional oversight and testing for system upgrades and projects in partnership with MNIT
- Supports timely and accurate financial data in TransparencyMN, the state's public "open checkbook"

Statewide Payroll Services

**59,000 bi-weekly
paychecks, 74,000
2025 W-2s**

Team of 21 Employees

- Provides timely and accurate biweekly paychecks to 59,000 employees across all three branches of state government
- Delivers functional support for SEMA4 payroll processes, including timesheets, labor distribution, direct deposit, business expenses, benefits, and tax withholdings
- Centrally processes key payroll functions for the state enterprise, such as garnishments, payment files, and reconciliations
- Implements payroll changes required by state and federal laws and labor contracts and plans
- Manages statewide employer tax compliance, including remittances, reconciliations, and required filings (e.g., W-2s)

Statewide Policies and Procedures

- MMB maintains 129 statewide financial and payroll policies and procedures
- Establishes consistent standards and how agencies complete their financial management responsibilities
- Facilitates compliance with state and federal laws and accounting standards that apply to the state government enterprise and all state agencies
- Policies and procedures cover a broad range of topics such as:
 - Budget monitoring
 - Audit finding monitoring
 - Capital asset reporting
 - Cash receipt handling
 - Payroll over- or under-payment correction and reporting



Internal Controls and Accountability

Britta Reitan | Deputy Commissioner

Overview



MMB's Internal Control and Accountability (ICA) Unit serves as a resource for the executive branch



A team of 5 internal control employees provides tools and trainings to assist agencies in maintaining a control environment and fostering a culture of compliance



A team of 4 employees that can provide internal audit assistance to agencies that lack their own internal capacity



Reports biennially on the work of this division, the status of OLA recommendations, and training provided to the enterprise

Strategy 1: Continuous Improvement

Control System Assessment Tool (CSAT)

- Each agency conducts a self-assessment to evaluate their system of internal controls and create action plans for areas for improvement

Agency Risk Assessment

- Agencies are required to conduct a review at least annually to identify the highest priority risks facing the agency
- Agencies document the process of assessing, prioritizing, and mitigating risks within critical business processes to strengthen internal controls

Strategy 2: Monitor Audit Reports

- Track and monitor audit recommendations issued by the Office of the Legislative Auditor (OLA)
- Use the Corrective Action Plan Status Update (CAPSU) to track audit recommendations until they are implemented
- Developed a new OLA report response template to identify an individual responsible and timeline for resolution
- Advise agencies as they develop corrective action plans
- Provide consultation, training, and best practices to assist agencies in implementing audit recommendations

Strategy 3: Training and Assistance

- Supervisor and Manager Core training
- Code of Ethical Conduct enterprise training
- Fraud Awareness and Prevention Week
- Internal Control Bulletins
- Facilitated through iCAN (Internal Control and Accountability Network)



EO 25-10 Implementation: Interagency Workgroup

Britta Reitan | Deputy Commissioner

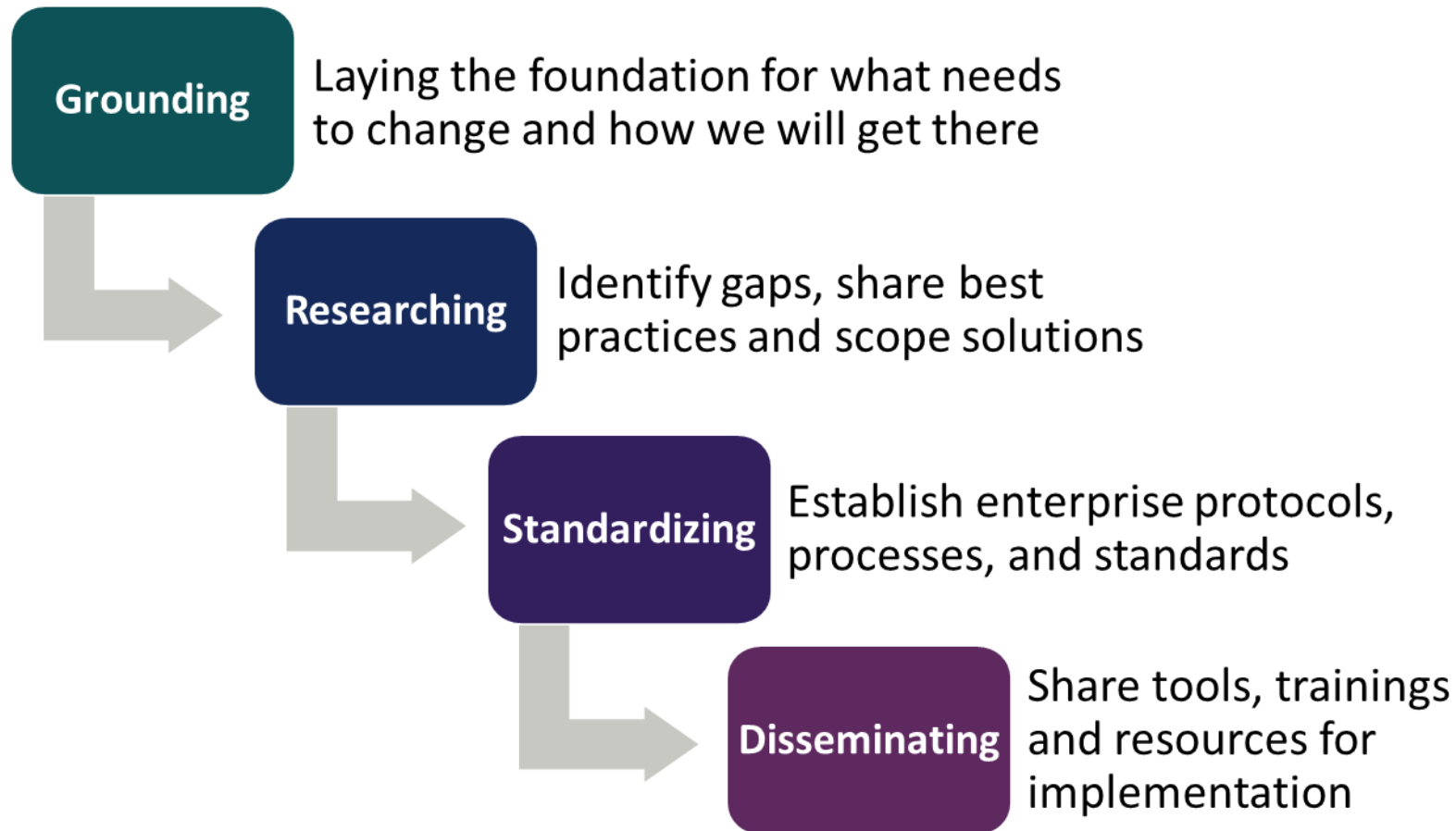
Interagency Coordination

MMB is convening DPS, ADM, MNIT, DHS, DYCF, MDE, DEED, and external experts to share about best practices and identify problems to address.

This work is focused on improvements to prevention, early identification, mitigation, culture and learning.

These efforts emphasize working as an enterprise to identify gaps, learn from local and national best practices, and prioritize collective efforts.

Interagency Workgroup Priorities





EO 25-10 Implementation: Employee Classification and Training

Dori Leland | Director, Enterprise Workforce Development

EO Action Items

- (1) Create required training for all state employees on the topic of ethical conduct, and preventing fraud, waste, and abuse
- (2) Conduct a comprehensive review of existing state job classifications and create a job class family to establish a clear career pathway for state roles dedicated to program integrity, accountability, and fraud detection
- (3) Lead an enterprise agency work group to create job specific training and education standards for state employees whose jobs are dedicated to preventing fraud, waste, and abuse

(1) Create required training

- Mandatory fraud awareness training for all state agency employees is in development, and will be informed by fraud-prevention experts within MMB and across agencies
- Will be available to employees online this spring and included as a required module in our 2026 annual training
- This training will complement the internal controls, and ethical conduct trainings that is already required training for all new supervisors and managers, as well as existing all-employee annual training on the code of ethical conduct and IT security controls training

(2) Program Integrity / Fraud Prevention Job Families

- Collected initial questionnaire data from
 - Nearly 700 respondents
 - Representing 21 agencies
 - Across 160 distinct job classifications
- Identified 50 selected benchmark positions with roles in auditing, inspection, and internal controls for in depth analysis from a panel of trained job evaluators
- Intent of review is to create a specific job family for those employees whose primary duties are in program integrity and fraud detection

(3) Job Specific Training

MMB is in conversations with agency partners to create and offer skill and competency training for employees that work in program integrity roles. This model will compliment whatever agency-specific training is required at the agency or program level. Training topics under consideration include (but are not limited to)

- Conducting fraud risk assessments / audits
- Identifying control gaps / championing a control environment
- Deepening understanding of the Green Book
- Continuous intelligence monitoring
- Financial reconciliation

Questions?